



**Superior Court of California  
County of Napa  
EMPLOYMENT APPLICATION**

1. Complete all sections of the application
2. Print or Type
3. Additional information may be attached
4. If you require an accommodation to participate in the recruitment process, please contact Court Human Resources

Return To:  
Superior Court of California  
County of Napa  
Human Resources  
825 Brown Street  
Napa, Ca 94559

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

May we contact you at this number? Yes ☐ No ☐

If hired, can you furnish proof that you are over 18 years of age? Yes ☐ No ☐

1. If hired, can you submit verification of your legal right to work in the United States? Yes ☐ No ☐

2. Are you applying for: ☐ Regular Full-Time ☐ Regular Part-Time ☐ Temporary

1. Have you ever been convicted of a felony? (Conviction will not necessarily disqualify you from employment.)

Yes ☐ No ☐

2. Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment? Explain below.

Yes ☐ No ☐

3. Have you ever been employed by the Superior Court of California County of Napa?

Yes ☐ No ☐

Please use this space or an "attachment" for details about any "Yes" answers given above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education and Training**

High School Graduate Yes ☐ No ☐  
Passed High School Equivalency Test or GED Yes ☐ No ☐

Name and location of college/university/ other schools	Study or Major	Type of Degree/ Number of hrs

Valid certificates of professional or vocational competence, licenses and/or memberships in professional associations. Include effective and expiration dates. \_\_\_\_\_

In addition to English, I can fluently: ☐ Speak ☐ Read ☐ Write \_\_\_\_\_  
Language

## Experience

*Please list your most relevant experience that you feel qualifies you for the job for which you are applying, including any military service. List any volunteer experience which you believe helps meet the requirements of the classification for which you are applying, showing actual time spent in such experiences. Provide details of the duties relevant to the position for which you are applying. Attach sheets if additional space is needed. Please explain any gaps in employment history. **Resumes will not be accepted in lieu of completing this section.***

Employer:

Address:

Telephone:

Position:

Dates of Employment:

To

Salary:

Supervisor:

Department:

Reason for Leaving:

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Employment:

To

Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Employment:

To

Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Position: \_\_\_\_\_

Dates of Employment:

To

Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Applicant Statement and Agreement

I hereby state that all the information that I have provided on this application, and in any job interview, is true, complete and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any information provided by me is later found to be false or incomplete in any respect, I may be dismissed.

I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that Superior Court of California County of Napa may investigate my background and employment history. I further understand that Superior Court of California County of Napa may contact my previous employers and I authorize those employers to disclose to Superior Court of California County of Napa all records and information pertinent to my employment with them.

I understand that if selected for hire, I will be required to complete a 1 year probationary period and upon successful completion of the probationary period, I will be a regular full time employee with Superior Court of California County of Napa.

If you have any questions regarding this Statement and Agreement, please ask the Human Resources Department before signing.

I hereby acknowledge that I have read the above Statement and Agreement and understand the same.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT AND AGREEMENT

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

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### Human Resources Use Only

Application Received:	Notice of Receipt	Date:	_____
	Not Qualified Notice	Date:	_____
	Qualified Notice	Date:	_____
	Testing Letter(s)	Date:	_____
	Oral Exam Conducted	Date:	_____
	Interview Conducted	Date:	_____
	Employment Offer	Date:	_____

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## Recruitment Questionnaire

Please tell us how you found this job opportunity.

### **Word of Mouth**

- ☐ Court Employee
- ☐ Relative or Friend
- ☐ Other (Specify): \_\_\_\_\_

### **Advertisement**

- ☐ Newspaper
- ☐ Radio
- ☐ Jobs Available
- ☐ Trade or Professional Journal

### **Bulletin Board**

- ☐ Court Human Resources
- ☐ Community College
- ☐ County Department
- ☐ State Employment (EDD)
- ☐ Court Website
- ☐ Other (specify): \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

We ask for racial or ethnic group and sex in order to evaluate the effectiveness of our recruitment efforts. This information is **VOLUNTARY**. If you object to filling this form out, there is not a requirement to do so. The data collected is confidential and will be used for recruitment statistics only. This sheet will be removed from the Court Employment Application before the application is reviewed.

**Please check the ethnic group you most closely identify with:**

- ☐ Caucasian
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ Black
- ☐ Native American/Alaskan Native
- ☐ Other: \_\_\_\_\_

Please check one: ☐ Male ☐ Female

Title of the position applying for:	
Name:	
Date:	